

Steps to Becoming a Title I Schoolwide Program School

1. The school district informs the school that it meets the criteria (at least 40 percent of the students come from families at the poverty level) to operate a schoolwide program.
2. The school (i.e., staff and parents) makes the decision to become a Title I schoolwide program (SWP) school.
3. The school establishes a school leadership team composed of representatives from all stakeholder groups: the principal, teachers, school site council, other staff who will carry out the SWP plan, parents and community members, and (in secondary schools) students. The school site council may serve as the school leadership team.
4. The school leadership team, in consultation with the district, selects a technical assistance provider. The technical assistance provider may be an expert from the district office, the county office of education, an external provider, or a representative from higher education.
5. The school leadership team, with assistance from the technical assistance provider, begins planning by conducting a comprehensive needs assessment.
6. The school leadership team develops a comprehensive schoolwide program plan based on the results of the comprehensive needs assessment. The plan is developed with the involvement and support of all stakeholder groups (see item 3 above), the district, and the technical assistance provider. The plan contains all the required components of a schoolwide program (see Attachment A).
7. The local governing board reviews and approves the schoolwide program plan. The date of local board approval is the start date for the schoolwide program.
8. The district sends the three-page document (Attachment C) titled "Request for Authorization of Schoolwide Program," including the "Certification and Signatures for Authorization of Schoolwide Program," with minutes indicating local board approval of the schoolwide program plan to the following address:

California Department of Education
District and School Program Coordination Office
1430 N Street, Suite 4401
Sacramento, CA 95814